



Cullman County Extension Office

Req Number

27581 Apply here: <http://www.aces.edu/go/906>

Job Title: Agent Assistant I/II Supplemental Nutrition Assistance Program - Education (SNAP-Ed)

Department/Organization: Cullman County

Salary Grade 28

Salary Range

\$22,300 - \$41,700

Status

Limited Term

Job Summary

****This is a one year limited term and full time position. Continuation of employment is contingent upon availability of funding.****

The Alabama Cooperative Extension System Supplemental Nutrition Assistance Program - Education (SNAP-Ed) Agent Assistant will serve in Cullman/Marshall Counties and be located in Cullman, Alabama. The Agent Assistant will be responsible for conducting a nutrition education program with eligible, limited-resource participants. The SNAP-Ed Agent Assistant will report to the County Extension Coordinators; receive initial and continuous training from county and state staff; follow SNAP-Ed guidelines; utilize SNAP-Ed obesity prevention procedures; follow established guidelines as required by Auburn University, Alabama Cooperative Extension System, Alabama Department of Human Resources and NIFA/USDA; assist with routine office work; and perform other duties as assigned. The Agent Assistant will have a 40-hour work week schedule and periodically provide evening and/or weekend hours.

Minimum Qualifications

Entry into the applicant pool requires a high school diploma or equivalent; four (4) years of experience in the organization and/or presentation of pre-designed educational programs/services, customer service, administrative support/clerical or related experience; and a valid driver's license or the ability to obtain one prior to selection. Employer will consider advanced degrees in lieu of experience.

Must have effective communication and human relations skills; a working knowledge in operating a personal computer, including a demonstrated competency using Microsoft Word software; an understanding of basic mathematical skills; excellent organizational skills to efficiently and accurately maintain records; and ability to work with minimum supervision from professional staff. The ability to work collaboratively and professionally with families and co-workers is essential; must have a sincere interest in working with volunteers and professional staff in an educational setting; decision-making and leadership skills; a willingness to become familiar with and work within the philosophy and guidelines of the Alabama Cooperative Extension System and have access to reliable transportation.

Please utilize the attachment feature of our online employment site and attach a cover letter, resume, and contact information for three professional references. Only complete application materials will be accepted for review.

A commitment to an inclusive and diverse campus environment

Desired Qualifications

Posting Date

03-30-2018

Close Date

04-11-2018

Job Class Code CA01A/B

Job Category Admin/Office Support

www.auemployment.com/applicants/Central?quickFind=192247

Alabama Cooperative Extension System (Alabama A&M University and Auburn University) is committed to affirmative action, equal opportunity and the diversity of its workforce. Educational programs serve all people regardless of race, color, national origin, age, disability, sex, gender identity, marital status, family/parental status, religion, sexual orientation, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program.